

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

KAMPALA

2. AGENCY

STATE

3a. POSITION NO.

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____

(Title)

(Series)

(Grade)

☐ b. New Position

☐ c. Other (explain)

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

**PUBLIC DIPLOMACY SECTION PROGRAM
COORDINATOR**

**FP 06/
FSN 8**

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)

7. NAME OF EMPLOYEE

8. OFFICE/SECTION

U.S. EMBASSY KAMPALA

a. First Subdivision

PDS

b. Second Subdivision

None

c. Third Subdivision

None

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of American Supervisor

Date(mm-dd-yy)

John Klimowski

Typed Name and Signature of Human Resources Officer

Jan 29,13

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The incumbent provides support for Public Diplomacy Section (PDS) events, in the Chancery, at official locations, and at public and private venues throughout Uganda. Incumbent will coordinate closely with all Public Diplomacy Section (PDS) officers, Locally Engaged staff, and other Mission sections and agencies, and is

supervised by the Public Affairs Officer (PAO).

14. MAJOR DUTIES AND RESPONSIBILITIES

100 % OF TIME

1. Plans, develops, executes and coordinates event support for all PDS programs (cultural performances, speaker programs, EducationUSA events, Information Resource Center and American Corners programs, and others) to include budgeting, guest lists, event management, transportation and logistics, processing support paperwork, coordinating other sections/agencies of the Mission, and attendance at all events. 55%
2. Ensures that all event requirements are identified, funded and obtained in sufficient time to support assigned events and responsible for forecasting estimates for event costs and provides input during budget process. 10%
3. Works with a wide range of employees from different sections and ensures that all arrangements and details are tailored to each particular event. Coordinates with the Protocol office regarding the invitation and RSVP process to ensure that proper protocol is followed during ceremonial events and official and social functions. Coordinates with GSO on set-up, transportation, and other issues. Coordinates with RSO on access issues. 25%
4. Negotiates with hotel and catering vendors for special event costs and rates as necessary. Coordinates multiple service contractors and subcontractors in orchestrating large scale events, to include, but not limited to, attendance at each event, verifying that all receipts are received for each event, and ensuring charges reflect actual usage. Works with vendors to adjust billing documents and ensures payments are received and processed. Performs other duties and special projects as assigned by the Public Affairs Officer. 10%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of two years of college or university studies in liberal arts or social sciences is required.

b. Prior Work Experience

Three years of work experience in public relations, office management, secretarial or managing executive services is required.

c. Post Entry Training

On the job training

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level IV English ability (fluent written, spoken and reading) and Level III (Good working knowledge) in either Luganda, Swahili, Lusoga, Runyakitara or Acholi language ability is required.

e. Knowledge

Must have good working knowledge of Uganda's government institutions, local culture and civil society makeup. Knowledgeable of latest correspondence procedures, events planning and budgeting processes is required.

f. Skills and Abilities

Proficiency in the use of Microsoft programs, specifically MS Word and Outlook is required; excellent people skills; ability to prioritize work, work independently, on own initiative and under pressure; ability to give direction; detail-oriented; and strong writing skills.

16. POSITION ELEMENTS

a. Supervision Received

Supervision provided by the Public Affairs Officer.

b. Available Guidelines

Foreign Affairs Manual and Protocol Handbook.

c. Exercise of Judgment

A high level of judgment is required in this position in terms of decision-making, giving direction, and following through to ensure all details are taken care of.

d. Authority to Make Commitments

N/A

e. Nature, Level and Purpose of Contacts. Position is in frequent work contact with Mission staff (local and American) and at mid level with staff in host country partner organizations.

f. Supervision Exercised

None

g. Time Required to Perform Full Range of Duties after Entry into the Position

12 weeks